



## DIRECTIONS: How to Fill Out the Concurrent Form

### To Access the Student Menu

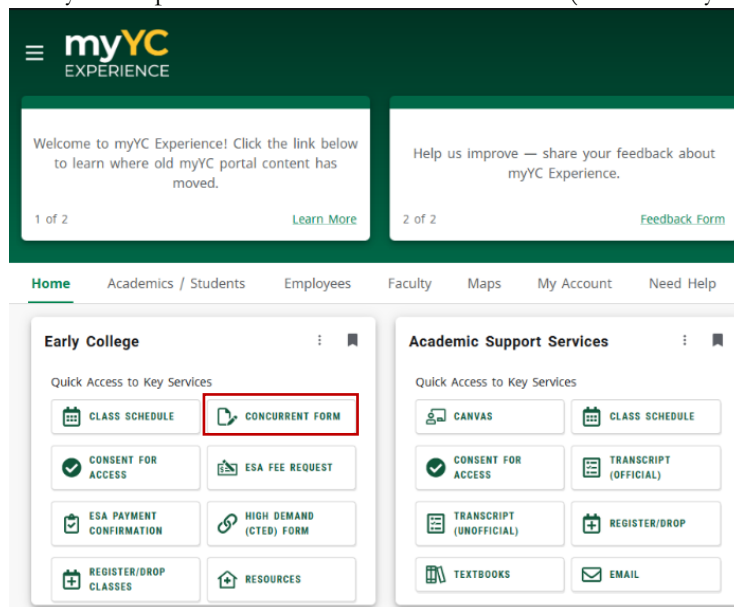
As an Early College student, you can access the menu through your Yavapai College account at [www.yc.edu](http://www.yc.edu).

1. Go to [www.yc.edu](http://www.yc.edu) and click on the green **MyYC** button in the top right to login.
2. Enter your username and password then click on the "LOGIN" button.

### Completing the Concurrent Form

Before completing the Early College Concurrent Form, students must be **REGISTERED** for their YC classes.

1. In myYC Experience – Click **Concurrent Form** (Under Early College Card)



2. Fill out the information based on your class schedule.
  - a. If re-entering a form due to schedule changes, enter all courses, not just added classes.

A screenshot of the Concurrent Enrollment Form. The form is titled "Yavapai COLLEGE CONCURRENT ENROLLMENT FORM". It includes a "Semester" dropdown menu with options for Summer 2024, Fall 2024, and Spring 2025. There is a "Today's Date" field showing 11/15/2024. The "STUDENT INFORMATION" section includes fields for "YC First Name", "YC Last Name", "Student Email", and "Last Name". Below this is a "High School" dropdown menu with a list of schools including ANED Online, ANED Prescott Valley, Ash Fork High School, Bradshaw-Munroton High School, Camp Verde High School, Chase Valley High School, Hesperia High School, MCTED, Wilcox Union High School, Prescott High School, Sedona Redwood High School, and Verde Tech High School. At the bottom, there is a table for course information with columns for PREFIX, NUMBER, CRN, CREDITS, and YC No. An example row shows PREFIX: ANS, NUMBER: 021, CRN: 20111, CREDITS: 3, and YC No. with a blue plus icon.

3. Save the PDF of your concurrent form and email to your high school counselor or coordinator (if required).

